

# "CACFP Plus!"

**Description:** We have designed this workshop for key staff that have a solid understanding of the Child and Adult Care Food Program (CACFP). This workshop will always include a summary of the basics; other topics will vary from one year to the next. (New agencies and/or new workers are welcome to attend this workshop though we do strongly suggest that new agencies and/or staff also attend a "Basic Training" session or participate in other methods of training provided by the State agency.) There is no charge for this workshop.

**How to Register:** Please register using the registration form by mail, fax, or email. The form is available from the Child and Adult Nutrition Services (CANS) office.

## Things to Consider:

- **You must pre-register.** You should mail your registrations at least 20 days prior to the date of the workshop. We will confirm that we have received all registrations.
- Plan to **arrive at least 15 minutes prior** to the start of the workshop.
- **Items to Bring:**
  - An open mind, ready to learn!
  - A calculator
  - Food Buying Guide (if you have the actual book – the CD will not help you in this session)
- Due to variations in temperature in meeting rooms, we suggest that you **dress in layers** of clothing so you can adjust for your comfort.
- The Department of Education is **not able to provide food or drinks**, so please plan for that.
- **Please let us know by calling (605) 773-3413 if any participants need a sign language interpreter, alternate formats of printed materials, or wheelchair access.** We need at least two week's advance notice.
- If **bad weather** is likely, **call** our office at **(605) 773-3413** to **confirm** that we will still have the workshop.

**Your Responsibilities:** We expect workshop participants to learn about their agency's responsibilities in the CACFP. Participants should return to work and share what they have learned about these requirements with the agency (including board members).

**Certificates:** We will take attendance at each session. Following the workshop, we will send a certificate for each participant. Certificates will indicate the number of hours of training from the CACFP workshop.

# **CACFP Plus! Workshop Schedule**

**8:30-9:00      Registration**

**9:00-10:30      CACFP Basics ~** A very brief summary of each of the required CACFP topics.

----- **BREAK – move around and meet people ☺** -----

**10:45-11:45 Dealing With Change ~** During this session we will explore why coping with change is important and discuss some ideas that you can use to deal with change more effectively.

**11:45-1:00      LUNCH BREAK      (on your own)**

**1:00-2:00      Planning Menus ~** The session will cover the basics of menu planning in the CACFP. We will have time during this session to work on developing cycle menus either in small groups or on your own.

----- **BREAK – move around and meet people ☺** -----

**2:15-3:30      Production Records ~** During this session we will have instruction and hands-on activities that will help you to more clearly understand what information needs to be included on production records. This should help you to feel more confident in evaluating your agency's production records to make sure they are providing the documentation that is needed for the state to review and evaluate the records.